



Rukhsar Kazmi

PLANNING COORDINATOR

Sharjah, 0000, United Arab Emirates
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Date of birth

10-09-1999

Nationality

Pakistani

Driving license

4734313

Skills

Production Planning

Customer Service

Effective Communication

Organizational Skills

Team Collaboration

Operational Efficiency

Profile

Dynamic Planning Coordinator with over seven years of diverse experience in sales and customer service, demonstrating a strong ability to streamline operations and enhance organizational effectiveness. Proven expertise in customer service, effective communication, and meticulous planning facilitates successful project execution and team collaboration. Committed to leveraging skills in Microsoft Office and production planning to drive team success and operational excellence. Adept at fostering positive customer relationships and ensuring high-quality service delivery. Passionate about continuous improvement and professional development in planning and coordination roles.

Employment History

PLANNING COORDINATOR, PAN HOME STORES

January 2022 — Present

In the role of Planning Coordinator at PAN HOME STORES, responsibilities include overseeing planning processes to ensure efficient operations and optimal resource allocation. This position involves coordinating with various departments to align production schedules with demand forecasts. Strong organizational skills are essential for managing multiple tasks and ensuring timely project completion.

- Managed production planning and control to align with company objectives.
- Collaborated with cross-functional teams to enhance operational efficiency.
- Monitored inventory levels to prevent shortages and overstock situations.

Customer Service, PAN HOME STORES

April 2019 — December 2021

As a Customer Service representative at PAN HOME STORES, the focus was on delivering exceptional service to customers. This involved addressing inquiries, resolving issues, and providing detailed product information to enhance the shopping experience. Effective communication and problem-solving skills were utilized to ensure customer satisfaction.

- Developed strong relationships with customers through attentive service.
- Resolved customer complaints efficiently, contributing to positive feedback.
- Trained new staff on customer service protocols and best practices.

Sales Executive, Borjan

March 2016 — November 2017

While serving as a Sales Executive at Borjan, responsibilities included driving sales through effective customer engagement and product promotion. Utilized persuasive communication to understand customer needs and provide tailored product recommendations. Achieved sales targets consistently through dedication and strategic planning.

- Exemplified exceptional sales skills resulting in surpassing sales quotas.
- Provided product demonstrations and consultations to enhance customer

- experience.
- Participated in promotional events to increase brand visibility and sales.

Education

IQRA MODEL COLLEGE

January 2013 — December 2015